

SECRET

62-2338

# REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

**Comptroller**

FROM:

**Deputy Chief, Finance Division**

ALLOTMENT SYMBOL

**2263-1040-1000**

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

**10 December 1961**

**23 December 1961**

**11**

**1**

## JUSTIFICATION

INDICATE CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

**An individual from the Comptroller's Office is working on an overtime basis with an "Eyes Only" Project.**

DATE

**25X1A9a**

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

**Requested by**

**25X1A9a**

CONCURRENCE (if applicable)

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

**Deputy Chief, Finance Div.**

AUTHORIZATION

TYPED NAME

**E. H. Saunders, Comptroller**

**25X1A**

DATE CONCURRED

**27 December 1961**

DATE AUTHORIZED

**2 JAN 1962**

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FORM 1293 OBSOLETE PREVIOUS EDITIONS.  
2-59

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(1-49)

REPORT OF OVERTIME AND HOLIDAY WORK PERFORMED

STATINTL

NAME



GS-8

PERIOD

10-23 December 1961

LOCATION

WASH/DC

REPORT NO.

2235-1400-1000

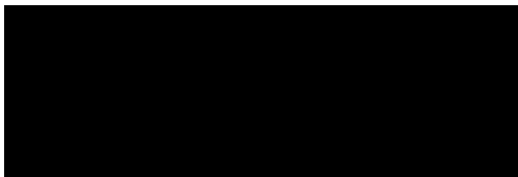
DATE  
13 Dec 61  
16 Dec 61  
23 Dec 61

TIME  
1730-2030  
1030-1430  
0830-1230

NO. OF  
HOURS  
3  
4  
4  
11

STATINTL

ADDITIONAL 11 Hours Overtime



21 December 1961